Standard: *Change Notice*	
Issue Date: May 5, 2000	**Standard ID:** *S-CM-050*
Supersedes: **March 13, 2000**	**Rev/Change 2.0**

1. **Purpose:** To be used for notification of change to a controlled document.

2. **Creating Procedures:**
   P-CM-010 Configuration Management

3. **Contents:**

   a) *Project ID:* the unique identifier of the project
   b) *Prepared By:* the name of the person filling out the change notice
   c) *Date:* the date the notice is sent out
   d) *Document Affected:* the title of the affected document
   e) *Original Rev:* the revision or issue date before the change
   f) *New Rev:* the revision or issue date after the change
   g) *Date of Change:* the date the change was made
   h) *Change Authorization:* the MR# for baseline change, or name of authorizing person for any other change
   i) *Classification:* check Class1 or Class 2 if change is authorized by a MR
   j) *Change Notice Distribution:* list project team members to be notified
   k) *Signature:* the signature of the person issuing change notice
   l) *Date:* the date the change notice was issued

4. **Format**
   Following Page

5. **Notes:** N/A

Change Notice

Project ID: _____

Prepared By: _____

Date: _____

Document Affected: _____

Original Rev.: _____New Rev.: _____

Date of Change: _____

Change Authorization: MR#: _____ Other: _____

Classification: (**For MR changes Only**): Class 1: ☐   Class 2: ☐

This notice is to inform you that the above mentioned document has been changed.   It is the responsibility of the user of the document to obtain the latest copy from Configuration Management if needed.

Change Notice Distribution:

1. _____

2. _____

3. _____

4. _____

5 . _____

6. _____

7. _____

8. _____

9. _____

Signature: _____ Date: _____